**ExamView Pro 6.1**

**(These instructions are for Math)**

**C:\Program Files\Microsoft Office\MEDIA\CAGCAT10\j0195384.wmf**

Have EvamView 6.1 pushed to your computer through a helpdesk ticket.

Open ExamView Pro Test Generator > Exam Test Generator.

**You have two choices:**

**Create a test using a wizard**

1. Click “Create a test using a wizard”
2. Title your test and click **Next**. (Step 1 window)
3. Click the **second** folder icon, a Browse for Folder window will appear.
4. Trickiest Part (Step 2): Navigate to find your test bank(s). You may want to have an idea of the objectives you want to include on the test and have KMAC handy.
5. R Drive
6. Elementary
7. Math
8. Grade Level – this is where you will choose your grade level
9. Teacher
10. MMH MA TX Math Grade X 09
11. **Kinder**: Chapter Tests
12. **1st & 2nd grade**: Preparing for the TAKS > TEKS practice/TEKS quizzes
13. **3rd – 5th grade**: Mastering the TAKS > practice by objective
14. Highlight the **test bank** you want to use and click **Select.**
15. Highlight the **objectives** you want to use and click select or double click on it. It will appear in the window below. If you change your mind and wish to remove it, just highlight and click **Remove.**
16. Once you have gathered all of the objectives you wish to use click **Next.**
17. It will take you to the STEP 3 window which shows a list of types of questions and how many are available for use. Choose the number of questions you would like to use in your assessment, then click **Next.**
18. A **Test Summary** window will appear (Step 4). If you are satisfied with your choices, click **Finish**. If you wish to change anything, click the **Back** button.

**Editing a Test**

(look at **Question** & **Test** sections on the menu at the top)

1. Select the question you wish to edit. Double click on the questions to edit (change names to make personal, numbers, etc.). Use the word processor tools. Be sure to edit the answer choices if necessary. Use the Narrative button to create or edit the directions for the test. Click ***Record*** to save.
2. Highlight and choose Question from the menu for more editing choices.
3. To delete the question, highlight (or right click) and choose ***Delete***

from the menu.

1. To change the heading choose ***Test*** from the menu and then

***Headers*** , ***First page.***

**Choosing a test format**

Make sure to put it in **TAKS form** (even younger grades).

1. Go to “Test” at top
2. click “style gallery”
3. Click on **Texas TAKS** revised.

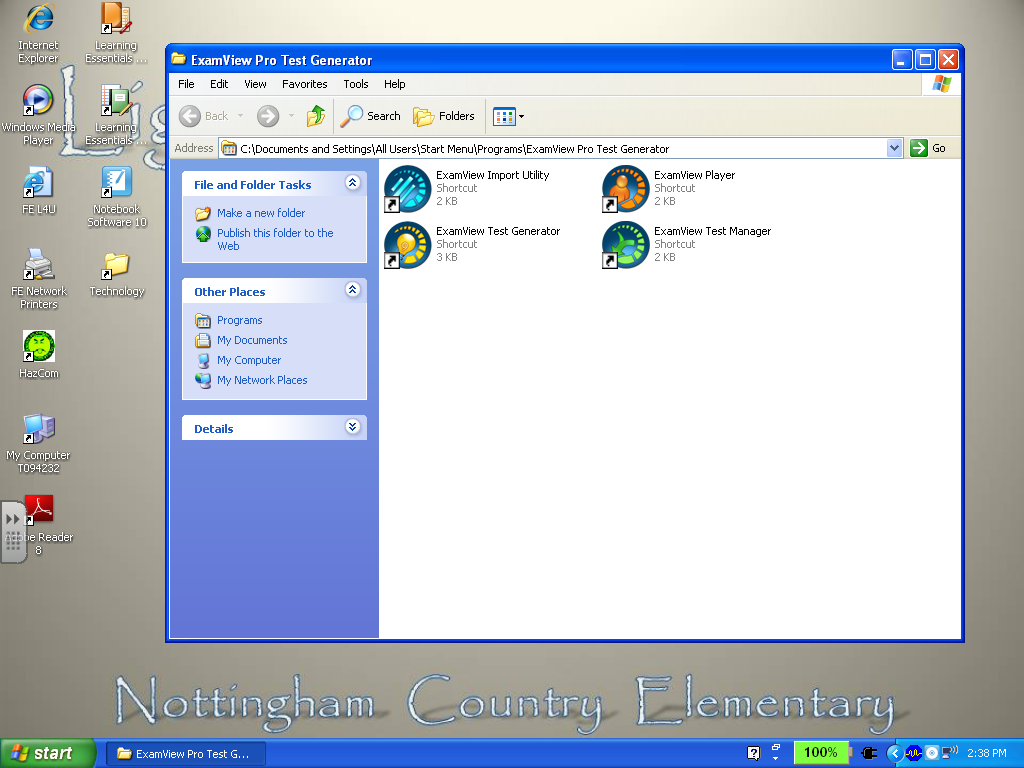
**Saving Your Tests**

Make sure to **save** in “**My Documents**”, otherwise you will likely never see it again!

**Create a new test from scratch**

1. Click “Create a new test from scratch”.
2. Title your test. Click **OK**.
3. An information box will pop up giving you options on how you can select your questions. You have the option not to see the message in the future if you check the box at the bottom. See handout **Build a New Test** for question selection option explanations.
4. Click on “**select while viewing**” option (binoculars) at the top.
5. You will follow **steps 3-7** from above.
6. An assessment sample will appear. Choose the questions you wish to use by checking the box next to the question.
7. When you are finished building your assessment, click Finish.
8. **Editing**, **formatting** and **saving** instructions are the same as above.

**Other ExamView Programs**

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